# WELCOME LETTER

## Jacob K Javits Convention Center
## New York, NY

DEAR EXHIBITOR,

We are pleased to have been selected by Show Management as your Official Service Contractor to assist you in making sure your show participation is successful.

For online ordering go to: https:\\xpert.boomerecommerce.com

This exhibitor kit contains IMPORTANT information and order forms on the wide variety of services we offer, please review this kit carefully. If we are to serve you efficiently, it is most important that you fill out these forms and return them to us promptly.

DISCOUNTS on many decorating items and services can be realized if your orders are placed by the discount deadline dates. Please see order forms for applicable deadline dates.

XPERT EXPOSITION SERVICES requires payment in full at the time services are ordered. Purchase Orders are not considered advance payment. You can make payment by check, wire transfer or credit cards, we accept Visa, MasterCard, Diners and American Express. A credit card authorization form is enclosed for your convenience. This will be used to charge labor and material handling services not covered in your advance order. All materials are on a rental basis and remain the property of XPERT EXPOSITION SERVICES.

We realize that exhibiting in a convention can be a complicated and sometimes daunting task. It is our mission to provide you with a seamless planning process, a supporting infrastructure and be a solid information resource that will result in the successful execution of your event. Our customer service department is available to assist you with your needs prior to the event by calling 855-677-EXPO(3976) 8am – 5pm (PST) Monday – Friday or e-mail us at exhibitorservices@xpertexpo.com. Also you can visit us at show site at the Xpert Exposition Services Desk.

We look forward to serving you!

Sincerely,

XPERT EXPOSITION SERVICES

**IMPORTANT: If this kit has been addressed to an individual not responsible for exhibit arrangements, PLEASE FORWARD IT TO THE APPROPRIATE PARTY PROMPTLY.**

# TABLE OF CONTENTS

**General Show Information**

- Critical Show Information
- Booth Package Information
- Online Ordering Information

**Payment Information**

- Payment Options & Policy
- Payment Authorization

**Show-site Venue & Advance Warehouse Location**

- Shipping Addresses
- Advance Shipping Labels
- Direct Shipping Labels
- Frozen Labels
- Refrigeration Labels
- TBD Freight
- Material Handling Costs
- Cold Storage Information
- Cart Load Service
- Vehicle Spotting
- Material Handling Authorization
- Material Handling Policy
- Material Handling Helpful Hints

**Labor**

- Booth Labor
- Outbound Shipping Instructions
- Exhibitor Appointed Contractor Form
- Sample Certificate of Insurance
- Forklift Labor
- Accessible Storage During Show

**Xpert Furniture & Accessories**

- Standard Furniture Brochure
- Standard Furniture Order Form
- Furniture Accessories Order Form
- Booth Carpet Order Form
- Showcase Order Form

**Booth Rentals**

- Booth Rental Brochure
- Booth Rental Order Form
- Booth Accessories Order Form

**Custom Graphics**

- Custom Signage Order Form

**Rules & Regulations**

- Union Guidelines
- Fire & Safety
- Terms & Conditions

**Additional Services**

- Electrical
- Plumbing
- Audio Visual
- Javits Cleaning
- Internet

# CRITICAL SHOW INFORMATION

## Jacob K Javits Convention Center
## New York, NY

## Booth Information

| | |
|---|---|
| Booth Package Includes: | See next page for booth package Information |
| Aisle Carpet: | Black |

## Exhibit Hall Hours

| | | |
|---|---|---|
| Exhibitor Installation: | Thursday, March 5 | 1:00pm-4:30pm |
| | Friday, March 6 | 8:00am-4:30pm |
| | Saturday, March 7 | 8:00am-4:30pm |
| Show Hours: | Sunday, March 8 | 10:00am-5:00pm |
| | Monday, March 9 | 10:00am-5:00pm |
| | Tuesday, March 10 | 10:00am-4:00pm |
| Exhibitor Dismantle: | Tuesday, March 10 | 4:00pm-8:00pm |
| | Wednesday, March 11 | 8:00am-2:00pm |
| All Out By: | Wednesday, March 11 | 2:00 PM |

**All carriers must check in no later than 11:00 AM on Wednesday, March 11 for freight pick up**

## Shipping Information

### Advance Warehouse:

***All materials shipped in advance to the warehouse must arrive by 2/27/2015.***

YRC
c/o Mo's Trucking
21 Picone Blvd
Farmingdale, NY 11735

### Direct to Show Site

***First day direct shipments will be accepted is 3/5/2015.***

c/o Xpert Exposition Services
Jacob K Javits Convention Center
655 W. 34th Street
New York, NY, 10001-1188

## Important Dates / Deadlines

| | |
|---|---|
| First day advance freight accepted: | ***2/2/2015*** |
| Discount price deadline for booth/furniture | ***2/14/2015*** |
| Last day advance freight accepted without additional fees | ***2/27/2015*** |
| First day direct freight accepted | ***3/5/2015*** |

# Booth Package Information

## STANDARD PIPE & DRAPE

Each 10' x 10' booth in this area is equipped with:
8' high blue/white/blue backwall
3' high blue siderail
1 - 7" x 44" ID sign
Aisle carpet in this area will be Black

## PRIDE OF NY

Each tabletop in this area is equipped with:
1 - 42"high 6' x 2' Green skirted table
1 - barstool
1 - 7" x 44" ID sign
Green carpet

## GOURMET WAY

Each 10'x10' booth in this area is equiped with:
8' high black backwall
3' high black siderail
1 - 7" x 44" ID sign
Aisle carpet in this area will be bluejay

## FOOD TRENDS AREA

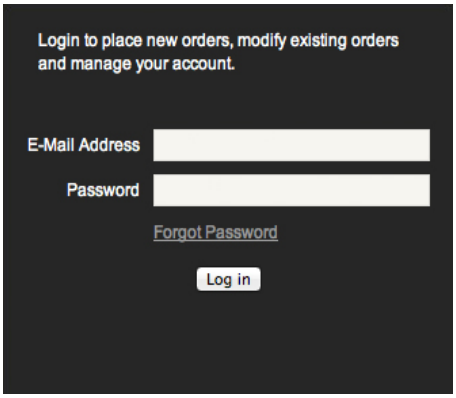
Each tabletop in this area is equipped with:
1 - 42" height 6'x 2' Blue Skirted table
1 - barstool
1 - 7" x 44" ID sign
Blue carpet

# ONLINE ORDERING INSTRUCTIONS

**There are two options for accessing our convenient and secure online ordering system.**

1. If you are the main contact provided to Xpert by your show management team, check your email, including your junk folder, for a direct link to https://xpert.boomerecommerce.com , our online ordering system. This Exhibitor Services email will provide the necessary login information needed to get started.

   Enter your email address and password here:




   Copying and pasting the password is suggested to eliminate errors.

   **-or-**

2. Go to our website at www.xpertexpo.com

   Click on Xpert Online Ordering If you are not the main contact provided for the exhibiting booth, please click on Register Now You will be required to supply both your company name and zip code to gain access and start placing orders.

   Once you have located your company and set up your contact information, click on Shop Now in the "My Events" column next to the event you would like to place an order for.

   Your shopping cart can be viewed by clicking 0 item(s) in your cart in the upper right hand side of the screen, at any time during the ordering process.

   **Helpful Hints:**

   If you would like to remove an item from your shopping cart, click the .

   Special instruction can be added to clarify your order by clicking Add Instruction under any items ordered.

   Change color of carpet, drape, or skirt or any required selections during ordering, click on Edit Attributes and proceed with changes.

   After your order has been processed, you will have ability to attach any floor plans, set up instructions, or notes you feel necessary under **Available Options for your order #**

# PAYMENT OPTIONS & POLICY

## Payment Options

Please note, we require a valid Credit Card on file regardless of your preferred method of payment.

**Payment by Credit Card**

For your convenience, we accept MasterCard, Visa and American Express. Please submit your credit card information online or complete and submit Xpert's Payment Authorization form along with your orders when you are faxing or mailing them in. Credit Cards submitted are subject to charge for all goods and services provided by Xpert Exposition Services.

**Payment by Company Check**

Please mail your check along with your order forms to Xpert Exposition Services at the address listed below. If you are faxing your order forms, please include a signed Payment Authorization form and a photocopy of your check. Your orders will be processed immediately upon receipt of your original check. Checks must include Exhibiting Company Name, Booth number and Name of Show.

**Payment by Third Party**

If Xpert will be invoicing a third party, please complete and submit the Payment Authorization form. Please note, the exhibiting firm is ultimately responsible for payment of all charges by show conclusion should the third party default on payment. Exhibiting Company Credit Card is required.

**Payment by Wire Transfer**

Please call 702-248-8007 or email exhibitorservices@xpertexpo.com for wire transfer information.

**International Exhibitors**

International Exhibitors must make payment to Xpert for all amounts due in U.S. funds prior to show closing.

## Payment Policy

**General**

In order for us to process your orders, we must have a valid Credit Card on file and full payment in advance of the show. Invoices showing activity to date will be prepared at the Xpert Service Desk for your review at show site. Final invoices can be requested via e-mail 14 days after show close.

**Tax Exempt Status**

If you claim tax exempt status, please submit a copy of your Tax Exempt Certificate issued by the federal government or state in which your event is taking place with your initial order.

**Third Party Payment**

Each exhibiting company is ultimately responsible for all charges incurred on its behalf. Xpert Exposition Services reserves the right to institute collection action against the exhibitor if the authorized third party does not pay (see third party payment).

**Credits for Billing Discrepancies**

Any requests for credits related to billing discrepancies must be addressed with Xpert within 30 days from the close the show.

**Discount Pricing**

To qualify for discount prices, full payment must be included with your order on or before the discount deadline date.

**Standard Pricing**

Order forms submitted after the advance discount deadline will be processed at the standard prices.

**Cancellation of Items or Services**

Twenty-four hour notice is required for cancellation of labor services. If such notice is not provided, a one hour minimum per laborer ordered will be charged. Items cancelled prior to exhibitor move in will not be charged, items cancelled after exhibitor move in begins will be charged at 50% of the price of the item

# PAYMENT AUTHORIZATION

Exhibiting Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

## Credit Card Policy

I authorize Xpert Exposition Services to charge any additional amounts incurred by me or my show representative, including material handling and/or labor charges. If my credit card is declined, Standard Show Site Rate prevails and a $25.00 service charge will be added.
Please note: **By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.**

## Exhibiting Company Payment Authorization

**Services To Be Invoiced To Exhibitor**

☐ All Xpert Services ☐ Furniture & Carpet ☐ Material Handling ☐ Booth Cleaning & Porter Service
☐ Booth Labor ☐ Other _____

Payment type: ☐MasterCard ☐Visa ☐ Diners ☐ American Express ☐ Check $_____

Account Number _____ Exp. Date _____ Security Code _____

CARDHOLDER NAME (PLEASE PRINT)

BILLING ADDRESS

CITY STATE ZIP COUNTRY

X _____ _____ _____
AUTHORIZED SIGNATURE AUTHORIZED NAME (please print) DATE

## Third Party Payment Authorization

**Services To Be Invoiced To Third Party**

☐ All Xpert Services ☐ Furniture & Carpet ☐ Material Handling ☐ Booth Cleaning & Porter Service
☐ Booth Labor ☐ Other _____

Payment type: ☐ MasterCard ☐Visa ☐Diners ☐ American Express ☐ Check $_____

Account Number _____ Exp. Date _____ Security Code _____

CARDHOLDER NAME (PLEASE PRINT)

BILLING ADDRESS

CITY STATE ZIP COUNTRY

X _____ _____ _____
AUTHORIZED SIGNATURE AUTHORIZED NAME (please print) DATE

# SHIPPING ADDRESSES & LABELS

Jacob K Javits Convention Center
New York, NY

## Advance Shipments to Warehouse

To: (Exhibiting Company and booth number)

For: **International Restaurant & Foodservice Show of New York**
YRC
c/o Mo's Trucking
21 Picone Blvd
Farmingdale, NY 11735

Advance shipments are accepted from 2/2/2015 through 2/27/2015.

## Direct Shipments to Show Site INCLUDING REFRIGERATED AND FROZEN SHIPMENTS

To: (Exhibiting Company and booth number)

For: **International Restaurant & Foodservice Show of New York**

Xpert Exposition Services
Jacob K Javits Convention Center
655 W. 34th Street
New York, NY, 10001-1188

First day direct shipments will be accepted is 3/5/2015.

Any shipment arriving prior to 3/5/2015 may not be accepted and is subject to additional handling fees.

**ADVANCE SHIPMENT** EVENT SERVICE AND SUPPLY

From:

**International Restaurant & Foodservice Show of New York**

To: YRC
c/o Mo's Trucking
21 Picone Blvd
Farmingdale, NY 11735

Company Name: _____

Booth Number: _____

Piece # _____ of _____

**A** ***RUSH***
**EXHIBIT MATERIAL**

**ADVANCE SHIPMENT** EVENT SERVICE AND SUPPLY

From:

**International Restaurant & Foodservice Show of New York**

To: YRC
c/o Mo's Trucking
21 Picone Blvd
Farmingdale, NY 11735

Company Name: _____

Booth Number: _____

Piece # _____ of _____

**A** ***RUSH***
**EXHIBIT MATERIAL**

**ADVANCE SHIPMENT** EVENT SERVICE AND SUPPLY

From:

**International Restaurant & Foodservice Show of New York**

To: YRC
c/o Mo's Trucking
21 Picone Blvd
Farmingdale, NY 11735

Company Name: _____

Booth Number: _____

Piece # _____ of _____

**A** ***RUSH***
**EXHIBIT MATERIAL**

**ADVANCE SHIPMENT** EVENT SERVICE AND SUPPLY

From:

**International Restaurant & Foodservice Show of New York**

To: YRC
c/o Mo's Trucking
21 Picone Blvd
Farmingdale, NY 11735

Company Name: _____

Booth Number: _____

Piece # _____ of _____

**A** ***RUSH***
**EXHIBIT MATERIAL**

**DIRECT SHIPMENT**

From:

**International Restaurant & Foodservice Show of New York**

To: Xpert Exposition Services
Jacob K Javits Convention Center
655 W. 34th Street
New York, NY, 10001-1188

Company Name: _____

Booth Number: _____

Piece # _____ of _____

**D** ***RUSH***
**EXHIBIT MATERIAL**

**DIRECT SHIPMENT**

From:

**International Restaurant & Foodservice Show of New York**

To: Xpert Exposition Services
Jacob K Javits Convention Center
655 W. 34th Street
New York, NY, 10001-1188

Company Name: _____

Booth Number: _____

Piece # _____ of _____

**D** ***RUSH***
**EXHIBIT MATERIAL**

**DIRECT SHIPMENT**

From:

**International Restaurant & Foodservice Show of New York**

To: Xpert Exposition Services
Jacob K Javits Convention Center
655 W. 34th Street
New York, NY, 10001-1188

Company Name: _____

Booth Number: _____

Piece # _____ of _____

**D** ***RUSH***
**EXHIBIT MATERIAL**

**DIRECT SHIPMENT**

From:

**International Restaurant & Foodservice Show of New York**

To: Xpert Exposition Services
Jacob K Javits Convention Center
655 W. 34th Street
New York, NY, 10001-1188

Company Name: _____

Booth Number: _____

Piece # _____ of _____

**D** ***RUSH***
**EXHIBIT MATERIAL**

xpert EXPOSITION SERVICES

**DIRECTSHIPPING**
**FROZEN**

From:

**NYFS Show 2015**

To: Xpert Exposition Services
Jacob K Javits Convention Center
655 W. 34th Street
New York, NY, 10001-1188

Company Name:_____
Booth Number:_____
Piece: _____of_____

**F** ***RUSH***
**FROZEN**

xpert EXPOSITION SERVICES

**DIRECTSHIPPING**
**FROZEN**

From:

**NYFS Show 2015**

To: Xpert Exposition Services
Jacob K Javits Convention Center
655 W. 34th Street
New York, NY, 10001-1188

Company Name:_____
Booth Number:_____
Piece: _____of_____

**F** ***RUSH***
**FROZEN**

xpert EXPOSITION SERVICES

**DIRECTSHIPPING**
**FROZEN**

From:

**NYFS Show 2015**

To: Xpert Exposition Services
Jacob K Javits Convention Center
655 W. 34th Street
New York, NY, 10001-1188

Company Name:_____
Booth Number:_____
Piece: _____of_____

**F** ***RUSH***
**FROZEN**

xpert EXPOSITION SERVICES

**DIRECTSHIPPING**
**FROZEN**

From:

**NYFS Show 2015**

To: Xpert Exposition Services
Jacob K Javits Convention Center
655 W. 34th Street
New York, NY, 10001-1188

Company Name:_____
Booth Number:_____
Piece: _____of_____

**F** ***RUSH***
**FROZEN**

xpert EXPOSITION SERVICES DIRECTSHIPPING REFRIGERATED

From:

**NYFS Show 2015**

To: Xpert Exposition Services
Jacob K Javits Convention Center
655 W. 34th Street
New York, NY, 10001-1188

Company Name:_____
Booth Number:_____
Piece: _____of_____

R ***RUSH*** **REFRIGERATED**

xpert EXPOSITION SERVICES DIRECTSHIPPING REFRIGERATED

From:

**NYFS Show 2015**

To: Xpert Exposition Services
Jacob K Javits Convention Center
655 W. 34th Street
New York, NY, 10001-1188

Company Name:_____
Booth Number:_____
Piece: _____of_____

R ***RUSH*** **REFRIGERATED**

xpert EXPOSITION SERVICES DIRECTSHIPPING REFRIGERATED

From:

**NYFS Show 2015**

To: Xpert Exposition Services
Jacob K Javits Convention Center
655 W. 34th Street
New York, NY, 10001-1188

Company Name:_____
Booth Number:_____
Piece: _____of_____

R ***RUSH*** **REFRIGERATED**

xpert EXPOSITION SERVICES DIRECTSHIPPING REFRIGERATED

From:

**NYFS Show 2015**

To: Xpert Exposition Services
Jacob K Javits Convention Center
655 W. 34th Street
New York, NY, 10001-1188

Company Name:_____
Booth Number:_____
Piece: _____of_____

R ***RUSH*** **REFRIGERATED**

# MATERIAL HANDLING COSTS

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

## Advance Shipments to Warehouse

Crated
Shipment Weight _____ cwt x $116.00 per 100 lbs.**
= $_____

Crated Additional Handling*
Shipment Weight _____ cwt x $285.00 per 100 lbs.**
= $_____

** Uncrated shipments will NOT be accepted at the Advance Warehouse.*
***200 lb. minimum*

## Direct Shipments to Show Site

Crated
Shipment Weight _____ cwt x $96.00 per 100 lbs.**
= $_____

Crated Additional Handling
Shipment Weight _____ cwt x $250.00 per 100 lbs.**
= $_____

Uncrated Additional Handling
Shipment Weight _____ cwt x $ 400.00 per 100 lbs.**
= $_____

***200 lb. minimum*

Small Packages
First Piece $36.75 + ____ Additional Pieces @ $12.75

**5,000 lb. maximum capacity. Larger forklift and crane service is available by advance request, call for pricing.**

## Cost Estimate

| | |
|---|---|
| Material Handling | $ |
| Estimated Additional Charges | $ |
| **Total Estimated Material Handling** | **$** |

## Rate Classifications

*Crated* - Material that is skidded or in any type of shipping container that can be unloaded at the dock with no additional handling required.

*Additional Handling* - Material delivered by a carrier in such a manner that it requires additional handling, such as ground loading/unloading, stacked or constricted space loading/unloading, designated piece loading/unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation (including weight tickets) and shipments that require additional time, equipment or labor to unload. Federal Express, UPS, & DHL are included in this category due to their delivery procedures.

*Uncrated* - Material that is shipping loose or pad-wrapped, and/or un-skidded machinery without proper lifting bars or hooks.

*Small Packages* - A shipment of any number of pieces with a combined weight not to exceed 50 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

## Additional Fees May be Applicable

*Off-Target* - Direct Shipments that do not arrive on the date or time assigned, will be charged an additional 30% per cwt.

*Late to Warehouse Fee:* - Shipments arriving after "date" will be charged an additional 30% per cwt.

*Early Shipments to Warehouse* - Any shipment arriving prior to "date" will be charged an additional 30% per cwt.

*Shipments Returned to Warehouse* - Shipments returned to the warehouse at close of the show will be charged an additional $50 per cwt (1,000 lb. minimum). Shipments not picked up from the warehouse within 72 hours will be charged for storage.

## Overtime

Overtime is Monday through Friday prior to 8 a.m. and after 4:30 p.m.; all day Saturday, Sunday and observed union holidays. Please check Critical Show Information page. Based upon the material handling rates quoted above, a 30% surcharge per cwt for each occurrence will apply if:

Shipments are received on overtime.

Your advance shipment to the warehouse is received during straight time hours, but due to scheduling beyond Xpert's control, is moved into show site on overtime.

Your shipment is moved into or out of show site on overtime due to scheduling beyond Xpert's control.

**International Restaurant & Foodservice Show of New York**

**March 8 -10,2015**

# REFRIGERATED/FREEZER STORAGE

**Reservation Guarantee Deadline 02/14/2015**

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

## Information

- Refrigerated/Frozen shipments accepted at facility **Thursday, March 5.**
- **NO STORAGE WILL BE ACCEPTED AT THE ADVANCE WAREHOUSE**
- All containers must be labeled Refrigerated/Frozen. Booth numbers and company name must also be on each container. For your convenience, labels are available on page 11 - 12.
- Exhibitors are not permitted direct access to the cold storage area. A work order must be placed with Xpert Exposition

## Cold Storage Rates

**$625.00 per exhibiting company. This fee includes: the storage of your products, and delivers to your booth as req uested for the entire show.**

An advance deposit is required to guarantee storage reservations. Please send a deposit of $150.00 with your storage order. The deposit will not be refunded if storage reservations are cancelled less than two weeks prior to the show.

Please select from the following services your appropriate cold storage requirements:

☐ Refrigeration (Above 32 degrees F) ☐ Frozen (Below 32 Degrees F)

Estimated piece count (Pallets, boxes, etc.) _____

Estimated Arrival of products for storage. Vendor:_____Date:_____ Time :_____

## Access and Delivery

In order to receive products from cold storage you must first place a delivery order at the Xpert Service Desk each time materials are needed. A work order MUST be signed by the booth representative of the exhibiting company once the product delivery has been made.

Xpert will make every attempt to provide security for products, as well as adequate and proper operations of equipment. Xpert will assume no liability for loss of product from storage, or for any spoilage of products, or failure in power or equipment.

Print Name_____Signature_____Date_____

# CART LOAD SERVICE- ORDER On-site

Caddie/Cart Load Service is a feature offered for Privately Operated Vehicles ("POVs") only. POVs are limited to cars, station wagons, vans and pickup trucks up to one ton. For a flat rate of $85 each way, workers equipped with a flat cart will assist those exhibitors with unloading and reloading of their materials. One round trip cartload equals one inbound cart load from the unloading area to your booth and one outbound cart load from your booth to the loading area. Two round trips maximum per exhibiting company. Shipments larger than two cartloads are not eligible for cartload service and are subject to material handling charges. See "Material Handling" charges that will apply.

## Caddie Cart Load Service is….

- Intended for those exhibitors requiring minimum assistance to expedite the move-in/move-out of their shipments.
- Intended as a means of allocating valuable loading space and cost-effective labor crews during the move-in/move-out process.
- Intended as an integral part of an overall plan to minimize disruptions to the ongoing movement of forklifts, crated and other large materials during the move-in/move-out process.

The loading dock is for loading and unloading only. No parking will be allowed on the loading dock. It is advisable to have two people per vehicle so that once the POV is unloaded, it can be moved immediately from the dock area.

- No personal dollies, wagons or hand trucks are allowed on the dock or show floor.
- No Xpert equipment is allowed to be used by exhibitors.

## Caddie Cart Load Service Schedule

**Move-In**

| | |
|---|---|
| Thursday, March 5 | 1:00pm-4:30pm |
| Friday, March 6 | 8:00am-4:30pm |
| Saturday, March 7 | 8:00am-4:30pm |

**Move-Out**

| | |
|---|---|
| Tuesday, March 10 | 4:00pm-8:00pm |
| Wednesday, March 11 | 8:00am-2:00pm |

Exhibitors who have extensive unloading requirements must use the material handling services.

Exhibitors are required to carry all risk floater insurance covering their products and exhibit materials against damage, loss and other hazards. The coverage should start when the product and exhibit material leave your place of business and end upon the return to your facility after the show. This can be done by adding "riders" to existing insurance policies.

*To avoid any misunderstanding regarding these services, please bring any discrepancies to our attention at the Xpert Service Desk. Xpert will be unable to adjust invoices after the close of the show.*

Freight must be less than: 3' high
3' wide
5' long

Cart is 30"' x 48"'.

**International Restaurant & Foodservice Show of New York**

**March 8 -10,2015**

# Vehicle Spotting Form

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____ Phone _____

Batteries must be disconnected and taped
Fuel tank must have no more than one eight of a tank of gas
Fuel tanks must be locked with a locking cover to prevent the escape of vapors
Vehicles may not be moved during show hours

ROUND-TRIP RATE

| DESCRIPTION | RATE |
|---|---|
| Small Vehicle- Cars or small trucks | $441.00 |
| Large Vehicles- Trailers, buses, dump trucks, etc. | $826.88 |

## MOBILE EQUIPMENT ORDER

| NUMBER OF VEHICLES | TYPE OF VEHICLE | DATE | TIME | RATE | SUBTOTAL |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Total Due _____

TERMS & CONDITIONS

Arrangements must be made with Show Management.
This form must be forwarded to Show Management.
Vehicles may only be displayed in accordance with local fire regulations.
Cancelled orders will be charged 100% of total if cancelled after move-in begins. Orders must be paid by credit card (see Order Summary/Payment Authorization Form).

*See Jacob k. Javits Convention Center guide for guidelines.

xpert EXPOSITION SERVICES

**International Restaurant & Foodservice Show of New York**

**March 8 -10,2015**

# MATERIAL HANDLING AUTHORIZATION

Company Name _____ Booth Number _____

## Advance Shipments to Warehouse

Crated
Shipment Weight _____ cwt x $116.00 per 100 lbs.**
= $_____

Crated Additional Handling*
Shipment Weight _____ cwt x $285.00 per 100 lbs.**
= $_____

** Uncrated shipments will NOT be accepted at the Advance Warehouse.*
***200 lb. minimum*

## Direct Shipments to Show Site

Crated
Shipment Weight _____ cwt x $96.00 per 100 lbs.**
= $_____

Crated Additional Handling
Shipment Weight _____ cwt x $250.00 per 100 lbs.**
= $_____

Uncrated Additional Handling
Shipment Weight _____ cwt x $ 400.00per 100 lbs.**
= $_____

***200 lb. minimum*

Small Packages
First Piece $36.75 + ____ Additional Pieces @ $12.75

**5,000 lb. maximum capacity. Larger forklift and crane service is available by advance request, call for pricing.**

## Rate Classifications

*Crated* - Material that is skidded or in any type of shipping container that can be unloaded at the dock with no additional handling required.

*Additional Handling* - Material delivered by a carrier in such a manner that it requires additional handling, such as ground loading/unloading, stacked or constricted space loading/unloading, designated piece loading/unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation (including weight tickets) and shipments that require additional time, equipment or labor to unload. Federal Express, UPS, & DHL are included in this category due to their delivery procedures.

*Uncrated* - Material that is shipping loose or pad-wrapped, and/or un-skidded machinery without proper lifting bars or hooks.

*Small Packages* - A shipment of any number of pieces with a combined weight not to exceed 50 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

## Additional Fees May be Applicable

*Off-Target* - Direct Shipments that do not arrive on the date or time assigned, will be charged an additional 30% per cwt.

*Late to Warehouse Fee:* - Shipments arriving after "date" will be charged an additional 30% per cwt.

*Early Shipments to Warehouse* - Any shipment arriving prior to "date" will be charged an additional 30% per cwt.

*Shipments Returned to Warehouse* - Shipments returned to the warehouse at close of the show will be charged an additional $50.00 per cwt (1,000 lb. minimum). Shipments not picked up from the warehouse within 72 hours will be charged for storage.

## Overtime

Overtime is Monday through Friday prior to 8 a.m. and after 4:30 p.m.; all day Saturday, Sunday and observed union holidays. Please check Critical Show Information page. Based upon the material handling rates quoted above, a 30% surcharge per cwt for each occurrence will apply if:

Shipment is received on overtime.

Your advance shipment to the warehouse is received during straight time hours, but due to scheduling beyond Xpert's control, is moved into show site on overtime.

Your shipment is moved into or out of show site on overtime due to scheduling beyond Xpert's control.

**By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.**

X _____ _____ _____
AUTHORIZED SIGNATURE AUTHORIZED NAME (please print) DATE

**3455 W. Sunset Rd. Suite L, Las Vegas, NV 89118 P (855) 677-EXPO (3976) F (702)248-8002**
**exhibitorservices@xpertexpo.com**

# MATERIAL HANDLING POLICY

## Weight Tickets

In the event that no weight is indicated on the delivery documents presented, Xpert shall estimate the weight, and charges shall be based upon the estimates. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the close of the show. All shipments received at the warehouse and show site are subject to re-weigh.

## Overtime Charges

An overtime surcharge per cwt, for each occurrence, will apply if:

- Shipments are received on overtime.*
- Advance shipment to the warehouse is received during straight time hours, but due to scheduling conflicts beyond Xpert's control, is moved into show site on overtime.
- Shipment is moved into or out of show site on overtime due to scheduling conflicts beyond Xpert's control.

Overtime is:

- Monday through Friday before to 8:00 a.m. and after 4:30 p.m.
- All day Saturday, Sunday, and observed union holidays

## Inbound Shipment(s)

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of exhibitor or his/her representative. During this time the materials will be left unattended. Xpert Exposition Services will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material after it has been delivered to the exhibitor's booth. Xpert Exposition Services recommends hiring security services from the facility or Show Management.

## Outbound Shipment(s)

Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and actual pick up of materials from the booths for loading onto a carrier. During this time the materials will be left unattended. Xpert Exposition Services will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material between the time it is packed and when it is picked up and loaded. Xpert highly recommends hiring security services from facility or Show Management. All Material Handling Agreements submitted to Xpert by the exhibitor will be checked at the time of pick up from the booth, and corrections will be made where discrepancies exist between the quantities of items on the form submitted to Xpert and the actual count of such items in the booth at the time of pick up.

Material Handling Forms covering outgoing shipments that are furnished to Xpert by exhibitors will be checked at the time of actual pick up from booth and corrections made where discrepancies occur.

Xpert shall not be responsible for loss, damage, or delay due to fire, acts of God, strikes, lockouts, or work stoppages of any kind or for any causes beyond its control.

If found liable for any loss, XPERT'S sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to $ .50 (USD) per pound per article with a maximum liability of $100.00 (USD) per item, or $1,000.00 (USD) per shipment, whichever is less.

Xpert shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to an exhibitor's materials that may make it impossible or impractical to exhibit same. The consignment or delivery of a shipment to Xpert by an exhibitor or by any shipper on behalf of the exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.

It is suggested that exhibitors insure all shipments from the time that they leave exhibitor's company until they are returned from the show. Your insurance carrier can add a rider to your current policy. Shipments left on the show floor without forwarding instructions turned into the Xpert Service Desk, will be shipped on show carrier or returned to warehouse pending re-routing, at the exhibitors expense. No liability will be assumed as a result of such re-routing or handling.

ALL CHARGES ARE THE RESPONSIBILITY OF THE EXHIBITING COMPANY FOR WHOM MATERIALS HAVE BEEN RECEIVED AND HANDLED. XPERT RESERVES THE RIGHT TO SHIP MATERIALS IF CARRIERS DO NOT CHECK IN BY THE APPOINTED DATE AND TIME. XPERT CAN NOT GUARANTEE PICK UP TIMES FOR EXHIBITOR APPOINTED CARRIERS. ALL SHIPMENTS ARE MOVED OUT OF THE EXHIBIT HALL AT XPERT'S DISCRETION.

# MATERIAL HANDLING HINTS

The information below summarizes the most commonly asked questions regarding freight/material handling, often referred to as drayage. This can be the most costly budget item for exhibitors. We will try to explain what drayage is and how rates are established, which may help you save money and avoid unnecessary surcharges.

**What is "Material Handling/Drayage"? –** The term "drayage" is the moving of exhibit materials from one location to another. Whether you ship to the advance warehouse or directly to show site, your materials still need to get to your booth location. Drayage services include the accepting of your material either at the warehouse or at show site, delivery to your booth, storage of empty containers during the show, returning empty containers at the close of the show, picking up your packaged materials, returning them to the dock, and loading on the carrier of your choice.

**Can I carry my own materials to my booth? –** Usually, an exhibitor may bring in his own materials providing such materials can be hand carried by one person in one trip, without the use of dollies, hand trucks or any other equipment. Read the Union Rules & Regulations for the specific rules regarding the show/facility.

**How are rates determined? –** Drayage charges are based on a number of factors including Union labor rates, facility dock access, and the show schedule, to name just a few. Xpert Exposition Services is a Union company and therefore must use Union labor to move freight. These rates vary from city to city.

**Tips on how you can save money! –** Read the shipping and material handling section of your service kit carefully. Be aware of any surcharges that may be assessed for special handling or late shipments. Pay special attention to deadline dates. If you ship in advance to our warehouse and your shipment arrives after the published deadline date, you may be assessed a surcharge. Crated materials are the easiest to unload, therefore, have the least expensive drayage charge. Loose, pad wrapped and uncrated materials require more labor time and therefore may be assessed an additional handling fee. It may be cost effective for you to build crates for any portion of your exhibit that is not crated.

**How is the weight of my shipment determined? –** Certified weight tickets, which should be attained by all drivers for materials prior to arrival at the warehouse or show site dock, are used to determine billable weight. Xpert Exposition Services reserves the right to determine weights for all shipments for which weight tickets are not provided with delivery. If you would like the materials reweighed by Xpert Exposition Services to verify weights, there will be an additional charge.

**Small shipments vs. large shipments:** Most all Service Contractors have a minimum of 200 lbs. per shipment. It is best to send your freight as one large shipment versus several small shipments. For instance, if you send one 45 lb. and one 55 lb. package separately, you are charged the minimum on each shipment. If you plan to ship items from various locations, you may want to consolidate them at a central location then forward them to the advance warehouse or directly to show site. However, if you ship your materials in one shipment and the carrier makes multiple deliveries, you will be charged for each delivery to the dock, regardless of whether or not the materials were shipped together as one shipment.

**Advance warehouse vs. direct to show site shipments:** In general, it is best to ship your materials to the advance warehouse address. The charge for this may be slightly higher than shipping direct to show site but the benefit far outweighs the cost. You can (and should) confirm that we have received your materials well in advance of the show installation; if there is a problem it can then be solved prior to the show. When shipping direct, if there is a problem there is seldom time to resolve the problem prior to show opening. Another advantage to advance shipments is that your materials will be in your booth when you arrive and you can begin installation immediately, thus saving you time and frustration at show site.

**Should I insure my exhibit? –** The answer is YES! It is your responsibility to make sure your freight is insured from the time that it leaves your office until it returns. A rider to your existing policy can usually do this. Check with your insurance carrier for details.

**Finally:**

- Always be aware of freight receiving deadlines. You will be assessed a late charge if your shipment arrives after the deadline date. Inform your shipper that all items must arrive prior to a specific date.
- Always ship your materials crated; loose or pad-wrapped items are assessed special handling fees.
- Make sure all materials are labeled properly to avoid any delivery delays. All pieces should have the recipient's name and address, the show name, your company name, and your booth number. Remove old labels after every show to avoid any future confusion. If you are shipping multiple pieces, label them as such: 1 of 4; 2 of 4; 3 of 4; etc.

# BOOTH LABOR

**Discount Price Deadline 2/14/2015**

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

## Labor

Starting time is guaranteed only in those instances where labor is requested for the start of the work day; i.e., 8:00 a.m.
Exhibitor must check in at the Xpert Service Desk to notify Xpert that they are ready for labor and upon completion of work.

Orders placed after 2/14/2015: Add 30% to hourly rates.

**LABOR RATES:** **Straight time $ 165.00** **Overtime: $ 247.50**

Straight-Time: 8:00 a.m. to 4:30 p.m., Monday through Friday.

Overtime: Before 8:00 a.m. and after 4:30 p.m., Monday through Friday, and all hours on Saturday, Sunday and observed union holidays, where applicable.

All rates are charged at a one-hour minimum per laborer, 30 minute increments after the first hour.

| Date & Time | # of Laborers | Total Hours | Hourly Rate | Total Cost |
|---|---|---|---|---|
| **Install** | | | | |
| | | | | |
| | | | | |

☐ Xpert Supervision* on installation labor

| | | | | |
|---|---|---|---|---|
| **Dismantle** | | | | |
| | | | | |
| | | | | |

☐ Xpert Supervision* on dismantle labor

| Total Estimated Costs | $ |
|---|---|

## *Xpert Supervision

Our fee for this service is 50% of exhibitor's total labor bill.
In order to perform the labor without exhibitor's representative present, Xpert must receive detailed set-up instructions (blueprints/floor plans, etc.) with this labor order form.
Exhibitor must also fill out Outbound Shipping Instructions page.

Company Representative _____

Cell Phone Number _____

Please note:
Credit Card Authorization must be on file with Xpert before any goods or services will be rendered regardless of your preferred method of payment.
By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Terms and Conditions statements contained herein.

# OUTBOUND SHIPPING INSTRUCTIONS

## NOTE: ONLY submit this form if using Xpert Exposition Supervised Labor

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

## Outbound Shipping Instructions

Please complete this section only if Xpert Exposition will be supervising booth labor.

At close of show, exhibitor freight will be shipped to the following address:

If your freight is being forwarded to another show, be sure to include the name of show and your booth number.

Company Name / Show _____ Booth # _____

Address _____

City _____ State _____ Zip _____ Country _____

Attention: _____

Phone _____ Fax _____

## SHIPPING METHOD

□ AIR □ GROUND

Name of Carrier:

_____

**Please note:**

If an exhibitor is not using the official show freight carrier, the exhibitor is responsible for arranging for carrier to pick up at close of show.

If no carrier is named or carrier does not show up, Xpert will ship via the official show carrier at exhibitors expense.

Xpert cannot guarantee pick up time for exhibitor appointed carriers. All shipments are moved out of the exhibit hall at Xpert's discretion.

# EXHIBITOR APPOINTED CONTRACTOR NOTIFICATION

Exhibiting Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

## Authorization

Exhibiting Company will be utilizing the services of the following Exhibitor-Appointed Contractor(s) (EACs).

Exhibiting Company will notify the EAC that a General Liability Insurance Certificate is required by Show Management no later than 2/14/2015.

EAC COMPANY NAME _____

EAC CONTACT NAME _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____ COUNTRY _____

TELEPHONE _____ FAX _____ EMAIL _____

Services to be provided

☐ All Xpert Services ☐ Furniture & Carpet ☐ Material Handling ☐ Booth Cleaning & Porter Service

☐ Booth Labor ☐ Other _____

Is this company authorized to order services on your behalf? ☐ YES ☐ NO

Is this company responsible for charges incurred for the show? ☐ YES* ☐ NO

*If yes, both parties must complete and sign the Third Party Payment form.

I hereby authorize the companies noted above to perform services on our behalf. Further, they have been provided with a copy of the Show Management Rules and Regulations as noted in the Exhibitor Contract and this Service Manual and agree to abide by the same.

PRINT NAME _____ SIGNATURE _____ DATE _____

Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

**ACORD** # CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY) 01/01/03

PRODUCER

ABC Insurance Agency Fax: (212) 555-6100
1234 Broker Lane
New York, NY 10895
Attn: Joe Agent (212) 555-6102 ext. 1234

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSUREERS AFFORDING COVERAGE

INSURED

Big Boom Company, Inc.
1234 Corporate Lane
New York, NY 10895
Attn: Joe Smith
Phone: (212) 555-5349 Fax: (212) 555-9819

INSURER A: **Hartford Insurance Company of Illinois**
INSURER B: **Aetna Casualty & Surety Company**
INSURER C: **Travelers Insurance Company**
INSURER D: **Royal Insurance Company**
INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | POLICY NUMBER | POLICY EFFECTIVE DATE (MM/DD/YY) | POLICY EXPIRATION DATE (MM/DD/YY) | LIMITS | |
|---|---|---|---|---|---|---|
| A | GENERAL LIABILITY<br>☒ COMMERCIAL GENERAL LIABILITY<br>☐ CLAIMS MADE ☒ OCCUR<br>☐ _____<br>☐ _____<br>GENERAL AGGREGATE LIMIT APPLIES PER<br>☐ POLICY ☐ PROJECT ☐ LOC | 000P98298-AI1 | 01/01/08 | 01/01/09 | EACH OCCURENCE<br>FIRE DAMAGE (Any one fire)<br>MED EXP (Any one person)<br>PERSONAL & ADV INJURY<br>GENERAL AGGRREGATE<br>PRODUCTS-COMP/OP AGG | $1,000,000<br>$ 300,000<br>$ 10,000<br>$1,000,000<br>$2,000,000<br>$2,000,000 |
| B | AUTOMOBILE LIABILITY<br>☒ ANY AUTO<br>☐ ALL OWNED AUTOS<br>☐ SCHEDULED AUTOS<br>☒ HIRED AUTOS<br>☒ NON-OWNED AUTOS<br>☐ _____<br>☐ _____ | SKLS-029499S | 01/01/08 | 01/01/09 | COMBINED SINGLE LIMIT<br>(Ea accident)<br>BODILY INJURY<br>(Per person)<br>BODILY INJURY<br>(Per accident)<br>PROPERTY DAMAGE<br>(Per accident) | $1,000,000<br><br>$<br><br>$<br><br>$<br> |
| | GARAGE LIABILITY<br>☐ ANY AUTO<br>☐ | | | | AUTO ONLY-EA ACCIDENT<br>OTHER THAN AUTO ONLY: $<br>$ | $1,000,000<br>$1,000,000<br> |
| A | UMBRELLA/EXCESS LIABILITY<br>☒ OCCUR ☐ CLAIMS MADE<br>☐ DEDUCTIBLE<br>☐ RETENTION $ | XL1234567 | 01/01/08 | 01/01/09 | EACH OCCURENCE<br>AGGREGATE<br><br><br> | $1,000,000<br>$1,000.000<br>$<br>$<br>$ |
| C | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY | A4145-SS-PJ37 | 01/01/08 | 01/01/09 | X WC STATU-ORY LIMITS ☐ OTHER<br>E.L. EACH ACCIDENT<br>E.L. DISEASE-EA EMPLOYEE<br>E.L. DISEASE -POLICY LIMIT | <br>$1,000.000<br>$1,000.000<br>$1,000.000 |
| D | OTHER | | | | | |

SAMPLE COPY

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

Xpert Exposition Services (Official Service Provider) is hereby named as additional insured, except for Workers' Compensation.
Xpert Exposition Services and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Xpert Exposition Services, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by Xpert shall be excess and non-contributory.

CERTIFICATE HOLDER | X | ADDITIONAL INSURED; INSURER LETTER: X | CANCELLATION

Xpert Exposition Services
3455 W. Sunset Rd. Suite L
Las Vegas, NV 89118

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS

AUTHORIZED REPRESENTATIVE
John Smith, CIC
John Smith, CIC

# FORKLIFT LABOR

**Discount Price Deadline 2/14/2015**

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

## Forklift Labor

Forklift labor usually includes a forklift and operator; however, determining a crew size is at the discretion of the official service contractor and may require an additional laborer at the labor rates outlined on the Booth Labor page.

Exhibitors ordering forklift to assemble displays or for uncrating, un-skidding, positioning and re-skidding equipment or machinery will need to estimate their needs below.

Starting time is guaranteed only in those instances where labor is requested for the start of the work day; i.e., 8:00 a.m.

Exhibitor must check in at the Xpert Service Desk to pick up forklift crew ordered, and check out at the Xpert Service Desk upon completion of work.

5,000 lb. maximum capacity. Larger forklift and crane service is available by advance request (additional pricing to be determined).

**FORKLIFT RATES: Straight time $ 359.00 Overtime: $ 538.50**

Straight-Time: 8:00 a.m. to 4:30 p.m., Monday through Friday.

Overtime: Before 8:00 a.m. and after 4:30 p.m., Monday through Friday, and all hours on Saturday, Sunday and observed union holidays, where applicable.

Orders placed on show site: Add 30% to hourly rates.

All rates are charged at a one-hour minimum per crew, 30 minute increments after the first hour.

| Date & Time | # of Forklifts | Total Hours | Hourly Rate | Total Cost |
|---|---|---|---|---|
| **Install** | | | | |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| **Dismantle** | | | | |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| | | **Total Estimated Costs** | | **$** |

Description of Work to be performed: _____

Describe largest piece to be handeled:

Weight _____lbs. Dimensions: Length _____ Width _____ Depth _____

Height to be placed _____

Show site contact: _____ _____
NAME CELL

Please note:
Credit Card Authorization must be on file with Xpert before any goods or services will be rendered regardless of your preferred method of payment.
By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Terms and Conditions statements contained herein.

# ACCESSIBLE STORAGE DURING SHOW

**Exhibitor must sign up for accessible storage at the Xpert Service Desk on-site.**
*Accessible storage is unsecured*

**Set-Up Fee**

There is a one-time set up fee of $105.00

**Storage Fee**

Based upon square footage required for storage

| | |
|---|---|
| Up to 32 square feet | $105.00 per day |
| 32 to 64 square feet | $155.00 per day |
| 64 to 96 square feet | $205.00 per day |
| 96 to 128 square feet | $255.00 per day |
| 128 to 160 square feet | $305.00 per day |

**Labor**

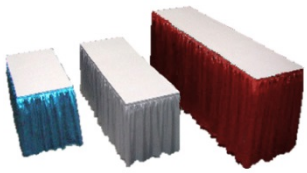
Each time you access your materials, you will be charged a minimum of one-half hour of labor according to the hourly rates indicated on page 20.

## FURNITURE & ACCESSORIES

Side Chair

Barstool

36" x 30" High Conference Table


Tables with Skirting

Chrome Bag Stand

Chrome Sign Stand

Literature Rack

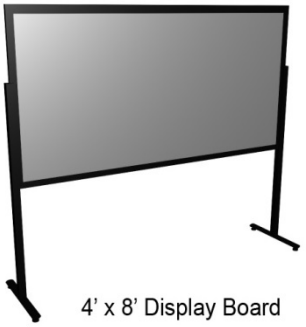
Stanchion
(includes 7' retractable cord)

Tripod Easel

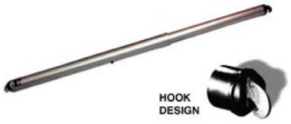
Garment Rack

Raffle Drum

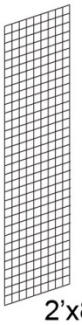
Wastebasket


4' x 8' Display Board

8' Upright Pole & Base



6' – 10' Crossbar


2'x8' Gridwall

xpert EXPOSITION SERVICES

# International Restaurant & Foodservice Show of New York

## March 8 -10,2015

## STANDARD FURNITURE

**Discount Price Deadline 2/14/2015**

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

## Standard Furniture

### Seating

| | Quantity | Discount Price | Standard Price | Extended Price |
|---|---|---|---|---|
| Side Chair | _____ | $ 55.00 | $ 71.50 | $_____ |
| Barstool | _____ | $ 97.00 | $ 126.10 | $_____ |

### Round Tables

| | Quantity | Discount Price | Standard Price | Extended Price |
|---|---|---|---|---|
| 36” x 30” High Conference Table | _____ | $ 209.00 | $ 313.00 | $_____ |
| 36” x 40” High Cocktail Table | _____ | $ 209.00 | $ 313.00 | $_____ |

### 30” Tables

| | | | | |
|---|---|---|---|---|
| 4’ x 2’ x 30” High Table (un-skirted) | _____ | $ 63.00 | $ 81.90 | $_____ |
| 6’ x 2’ x 30” High Table (un-skirted) | _____ | $ 83.00 | $ 107.90 | $_____ |
| 8’ x 2’ x 30” High Table (un-skirted) | _____ | $ 103.00 | $ 133.90 | $_____ |

### 40” Tables

| | | | | |
|---|---|---|---|---|
| 4’ x 2’ x 40” High Table (un-skirted) | _____ | $ 72.00 | $ 93.60 | $_____ |
| 6’ x 2’ x 40” High Table (un-skirted) | _____ | $ 95.00 | $ 123.50 | $_____ |
| 8’ x 2’ x 40” High Table (un-skirted) | _____ | $ 118.00 | $ 153.40 | $_____ |
| Draped Riser (white only) ☐ 4’ ☐ 6’ | _____ | $ 56.00 | $ 72.80 | $_____ |

### Table skirting

Skirting Colors ☐ Black ☐ Blue ☐ Burgundy ☐ Gold ☐ Green ☐ Red ☐ Silver ☐ Teal ☐ White

If choosing more than one color, please note specifics _____

| | Quantity | Discount Price | Standard Price | Extended Price |
|---|---|---|---|---|
| 30” Table Skirt - 3 sides ONLY on 6’ or 8’ | _____ | $ 39.00 | $ 50.70 | $_____ |
| 40” Table Skirt - 3 sides ONLY on 6’ or 8’ | _____ | $ 49.00 | $ 63.70 | $_____ |
| 30” Table Skirt - 4th side coverage for 6’ or 8’ | _____ | $ 39.00 | $ 50.70 | $_____ |
| 40” Table Skirt - 4th side coverage for 6’ or 8’ | _____ | $ 49.00 | $ 63.70 | $_____ |

| **Total Costs** | **$** |
|---|---|

Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

**3455 W. Sunset Rd. Suite L, Las Vegas, NV 89118 P (855) 677-EXPO (3976) F (702)248-8002**
exhibitorservices@xpertexpo.com

xpert EXPOSITION SERVICES

**International Restaurant & Foodservice Show of New York**

**March 8 -10,2015**

# FURNITURE ACCESSORIES

**Discount Price Deadline 2/14/2015**

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

## Furniture Accessories

| | Quantity | Discount Price | Standard Price | Extended Price |
|---|---|---|---|---|
| Chrome Bag Stand | _____ | $115.00 | $ 178.00 | $_____ |
| 22” x 28” Chrome Sign Stand | _____ | $ 89.00 | $ 115.70 | $_____ |
| 4’ x 8’ Display Board | _____ | $ 332.00 | $ 402.00 | $_____ |
| 4’ x 8’ Peg Board | _____ | $ 332.00 | $ 402.00 | $_____ |
| 2’ x 8’ Grid Wall | _____ | $125.00 | $ 210.00 | $_____ |
| Grid Wall Feet (set of two) | _____ | $ 25.00 | $ 25.00 | $_____ |
| Garment Rack | _____ | $ 99.00 | $128.70 | $_____ |
| Literature Stand | _____ | $ 98.00 | $127.40 | $_____ |
| Raffle Drum | _____ | $ 93.00 | $ 120.90 | $_____ |
| Stanchion (includes 7’ retractable cord) | _____ | $ 73.00 | $ 94.90 | $_____ |
| Tripod Easel | _____ | $ 37.00 | $ 48.10 | $_____ |
| 8’ Upright Pole & Base | _____ | $ 26.00 | $ 33.80 | $_____ |
| 6’ – 10’ Crossbar | _____ | $ 26.00 | $ 33.80 | $_____ |
| Wastebasket | _____ | $ 19.00 | $ 24.70 | $_____ |

## BOOTH DRAPE

**Drape Color** ☐ Black ☐ Blue ☐ Burgundy ☐ Gold ☐ Green ☐ Red ☐ Silver ☐ Teal ☐ White

| | Quantity | Discount Price | Standard Price | Extended Price |
|---|---|---|---|---|
| 8’ high drape – backdrop (per linear foot) | _____ | $ 15.00 | $ 19.50 | $_____ |
| 3’ high drape – side rail (per linear foot) | _____ | $ 12.00 | $ 15.60 | $_____ |
| End Cap | _____ | $ 45.00 | $ 58.50 | $_____ |

| **Total Costs** | **$** |
|---|---|

Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

xpert EXPOSITION SERVICES

**International Restaurant & Foodservice Show of New York**

**March 8 -10,2015**

# BOOTH CARPET

**Discount Price Deadline 2/14/2015**

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

## Standard Carpet

Carpet Colors ☐ Black ☐ Blue ☐ Burgundy ☐ Gray ☐ Red ☐ Teal

| | Quantity | Discount Price | Standard Price | Extended Price |
|---|---|---|---|---|
| 10' x 10' | _____ | $240.00 | $312.00 | $_____ |
| 10' x 20' | _____ | $477.00 | $620.10 | $_____ |
| 10' x 30' | _____ | $715.00 | $929.50 | $_____ |
| 10' x 40' | _____ | $1072.50 | $1394.25 | $_____ |
| 10' x 50' | _____ | $1662.25 | $2160.75 | $_____ |

## Custom Cut Carpet

Carpet Colors ☐ Black ☐ Blue ☐ Burgundy ☐ Gray ☐ Red ☐ Teal

| | Booth Size | | Sq. Ft. | | Discount Price | | Standard Price | | Extended Price |
|---|---|---|---|---|---|---|---|---|---|
| Per Sq Ft (minimum 100 ft.) | ____ | X ____ | = _____ | X | $4.40 | or | $5.25 | = | $_____ |

## Plush Carpet

Carpet Colors ☐ Black ☐ Blue ☐ Burgundy ☐ Gray ☐ Red ☐ Teal ☐ White

| | Booth Size | | Sq. Ft. | | Discount Price | | Standard Price | | Extended Price |
|---|---|---|---|---|---|---|---|---|---|
| Per Sq. Ft (minimum 100 ft.) | ____ | X ____ | = _____ | X | $6.05 | or | $7.70 | = | $_____ |

## Accessories

| | Size | | Sq. Ft. | | Discount Price | | Standard Price | | Extended Price |
|---|---|---|---|---|---|---|---|---|---|
| Padding (1/2 inch foam) | | | | | | | | | |
| Per Sq. Ft. (minimum 100 ft.) | ____ | X ____ | = _____ | X | $1.65 | or | $2.10 | = | $ _____ |
| Double Padding (1 inch foam) | | | | | | | | | |
| Per Sq. Ft. (minimum 100 ft.) | ____ | X ____ | = _____ | X | $3.15 | or | $3.95 | = | $_____ |
| Visqueen (3 mil) | | | | | | | | | |
| Per Sq. Ft. (minimum 100 ft.) | ____ | X ____ | = _____ | X | $1.05 | or | $1.75 | = | $_____ |

| **Total Costs** | **$** |
|---|---|

Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

**3455 W. Sunset Rd. Suite L, Las Vegas, NV 89118 P (855) 677-EXPO (3976) F (702)248-8002**
exhibitorservices@xpertexpo.com

xpert EXPOSITION SERVICES

**International Restaurant & Foodservice Show of New York**

**March 8 -10,2015**

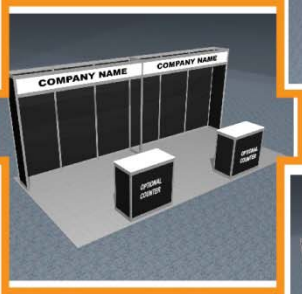
# BOOTH RENTAL

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

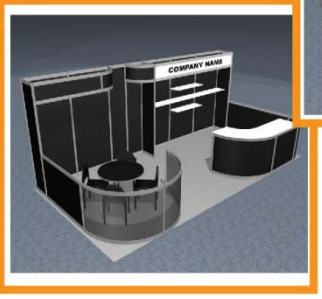
PACKAGE A

PACKAGE B




PACKAGE C

PACKAGE D




PACKAGE E

PACKAGE F

PACKAGE G

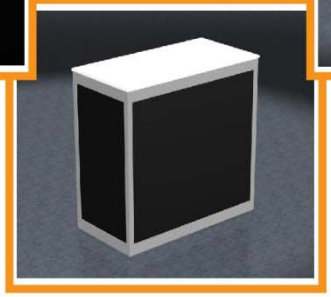
PACKAGE H

## ACCESSORIES

ARM LIGHT

SHELF

1M COUNTER



2M COUNTER

CURVED COUNTER

3455 W. Sunset Rd. Suite L, Las Vegas, NV 89118 P (855) 677-EXPO (3976) F (702)248-8002
exhibitorservices@xpertexpo.com

xpert EXPOSITION SERVICES

# International Restaurant & Foodservice Show of New York

## March 8 -10,2015

## BOOTH RENTAL

**Discount Price Deadline 2/14/2015**

| | Discount Price | Standard Price | Extended Price |
|---|---|---|---|
| Package A<br>• header sign (not backlit) • standard color carpet • 3 arm lights (electrical labor & power not included) | $2152.00 | $2797.60 | _____ |
| Package B<br>• header sign (not backlit) • standard color carpet • 3 arm lights (electrical labor & power not included) | $2928.00 | $3806.40 | _____ |
| Package C<br>• header sign (not backlit) • standard color carpet • 6 arm lights (electrical labor & power not included) | $3272.00 | $4253.60 | _____ |
| Package D<br>• header sign (not backlit) • standard color carpet • 6 arm lights (electrical labor & power not included) | $4091.00 | $5318.50 | _____ |
| Package E<br>• header sign (not backlit) • standard color carpet • 5 arm lights (electrical labor & power not included)<br>• 1 custom curved counter • 5 – 1 meter shelves | $5192.00 | $6750.00 | _____ |
| Package F<br>• header sign (not backlit) • standard color carpet • 4 arm lights (power not included) • 6 – 1 meter shelves | $5040.00 | $6552.00 | _____ |
| Package G<br>• header sign (not backlit) • standard color carpet • 8 arm lights (power not included) • 4 – 1 meter counters<br>• 4 barstools | $5192.00 | $6750.00 | _____ |
| Package H<br>• header sign (not backlit) • standard color carpet • 8 arm lights (power not included) • 4 – 1 meter counters<br>• 4 barstools | $6312.00 | $8205.60 | _____ |

| **Total Costs** | **$** |
|---|---|

**Header copy:** _____

**Text color:** ☐ Black ☐ Blue ☐ Red ☐ Grey

**Panel color:** ☐ White ☐ Black ☐ Grey ☐ Grey Fabric (Velcro friendly) ☐ Black Fabric (Velcro friendly)

**Carpet color:** ☐ Black ☐ Blue ☐ Burgundy ☐ Gray ☐ Red ☐ Teal

Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

**3455 W. Sunset Rd. Suite L, Las Vegas, NV 89118 P (855) 677-EXPO (3976) F (702)248-8002**
**exhibitorservices@xpertexpo.com**

xpert EXPOSITION SERVICES

**International Restaurant & Foodservice Show of New York**

**March 8 -10,2015**

# BOOTH RENTAL ACCESSORIES

**Discount Price Deadline 2/14/2015**

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

## Booth Rental Accessories

| | Quantity | Discount Price | Standard Price | Extended Price |
|---|---|---|---|---|
| Arm lights* | _____ | $65.00 | $84.50 | $_____ |
| 1 meter shelf | _____ | $49.00 | $63.70 | $_____ |
| 1 meter counter | _____ | $245.00 | $318.50 | $_____ |
| 1 meter curved counter | _____ | $345.00 | $448.50 | $_____ |
| 2 meter counter | _____ | $375.00 | $487.50 | $_____ |
| Sliding door lock for counter | _____ | $18.00 | $23.40 | $_____ |
| | | | **Total Costs** | **$** |

*arm lights are only utilized with our rental booth materials. Not inteded for use on pipe and drape.
Please indicate shelf height and panel position. If no height is given, the shelves will be set at 48" high. Any changes will require additional labor.

| | | | | | |
|---|---|---|---|---|---|
| | | | | | |

Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

# CUSTOM SIGNAGE

**Discount Price Deadline 2/14/2015**

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

## Signage

| | Quantity | Discount Price | Standard Price | Extended Price |
|---|---|---|---|---|
| 8 ½" x 11" | _____ | $39.00 | $65.00 | $_____ |
| 7" x 44" | _____ | $65.00 | $85.00 | $_____ |
| 14" x 22" | _____ | $65.00 | $85.00 | $_____ |
| 22" x 28" | _____ | $85.00 | $115.70 | $_____ |
| 28" x 44" | _____ | $147.00 | $191.10 | $_____ |
| 38" x 84" w/base single sided | _____ | $445.00 | $575.00 | $_____ |

* Prices are based on one color copy on white background- single sided. Signs will be digitally printed or in vinyl, applied to Show Card or Foam Core depending upon size. The method used is at the discretion of Xpert Exposition Services.

Indicate Sign Copy Here (print or type)

Choose layout:

☐ Horizontal ☐ Vertical

## OPTIONS

| | Quantity | Discount Price | Standard Price | Extended Price |
|---|---|---|---|---|
| Easel back (per sign) | _____ | $9.00 | $11.70 | $_____ |

Add your company's logo / image. Artwork must be supplied by customer. If work has to be done by Xpert (i.e., scanning of artwork), there will be additional charges added. Please send all logos and/or artwork as well as any questions or quote requests to graphics@xpertexpo.com.

Sub Total $_____

Add 8.1% Tax $_____

| **Total Costs** | **$** |
|---|---|

Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

# FIRE & SAFETY

## *FIRE AND SAFETY REGULATIONS*

**NOTICE: SMOKING IS PROHIBITED IN EXHIBIT AREAS DURING MOVE-IN AND MOVE-OUT DUE TO THE ACCUMULATION OF COMBUSTIBLE MATERIALS.**

**1. ALL MATERIALS USED IN CONSTRUCTION AND DECORATION OF AN EXHIBIT MUST BE CERTIFIED AS FLAME RETARDANT.** Fabrics must be certified as flame retardant or a sample must be available for testing. Materials, that cannot be treated to meet requirements, may not be used. A flame-proofing certificate should be available for inspection.

**2. ALL EXITS AND AISLES MUST BE KEPT CLEAR AND UNOBSTRUCTED.** No furniture, signs, easels, chairs, or displays may protrude into aisles.

**3. DESIGNATED "NO FREIGHT" AISLES MUST BE MAINTAINED CLEAR OF CRATES AND EXHIBIT MATERIALS DURING MOVE-IN AND MOVE-OUT.** These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.

**4. ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS AND EMERGENCY EXITS MUST BE VISIBLE AND ACCESSIBLE AT ALL TIMES.** This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes or obscured from view by exhibit components.

**5. VEHICLES ON DISPLAY MUST HAVE FUEL FILLER CAPS LOCKED OR SEALED TO PREVENT ESCAPE OF VAPORS AND TO AVOID TAMPERING.** Fire code stipulates that fuel in fuel tanks shall not exceed 5 gallons or ¼ of tank capacity, whichever is less. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External transformers are recommended for demonstration purposes. A fire extinguisher must be present, visible and accessible at all times.

**6. COMBUSTIBLE MATERIALS MUST NOT BE STORED BENEATH DISPLAY VEHICLES.** Space beneath vehicles must be clear and visible except for permitted electrical supplies.

**7. VEHICLES IN THE BUILDING FOR UNLOADING MUST NOT BE LEFT WITH ENGINES IDLING.** Exhaust gases present extreme hazards to workers on catwalks. If the engine cannot be shut down, the vehicle must be removed from the building as quickly as possible.

**8. ALL 110-VOLT EXTENSION CORDS SHALL BE GROUNDED THREE-WIRE, #14 OR LARGER AWG COPPER WIRE.** Connectors must not be supported by cords. Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed six (6) feet in length and must be UL approved with built in over-load protectors.

**9. COMPRESSED GAS CYLINDERS, INCLUDING LPG, ARE PROHIBITED UNLESS APPROVED BY FIRE SAFETY OFFICE.** Flammable gases, i.e.: butane, propane, natural gas; are subject to prior approval. Compressed gas cylinders cannot be stored inside the building. After show hours, gas cylinders must be removed from the show floor and stored outside or off-site.

**10. CUBE TAP ADAPTERS ARE PROHIBITED (UNIFORM FIRE CODE 85.107). MULTI-PLUG ADAPTERS MUST BE UL APPROVED AND HAVE BUILT-IN OVERLOAD PROTECTION.** Connectors must not be used to exceed their listed ampere rating.

**11. ELECTRICAL WORK UNDER CARPETS MUST BE DONE, OR SUPERVISED, BY THE OFFICIAL CONTRACTOR'S ELECTRICIANS.** All wiring on the floor must be Type "SO" cord, insulated to qualify for "extra hard usage", must be No. 12AWG or larger, and must be protected against injury. All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must be at least 9 inches from rear booth lines and 18 inches between hard walls.

**12. NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL SERVICE.** Materials necessary to the exhibit must be stored within the exhibit. Electrical cords and connectors must be accessible and shall not be covered. Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors.

**13. ALL EMPTY CARTONS OR CRATES MUST BE LABELED AND REMOVED FOR STORAGE OR THEY WILL BE REMOVED AS TRASH.** Crates or raw flammable materials are not to be used as exhibit supports.

**14. MATERIALS FOR HANDOUTS MUST BE LIMITED TO A ONE-DAY SUPPLY AND MUST BE STORED NEATLY WITHIN THE BOOTH.** Violators will be notified and if not removed by show opening, show decorator will remove and store at **EXHIBITOR'S EXPENSE**. All storage must be kept clear of electric cables or junction boxes.

**15. FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED INSIDE OF BUILDINGS EXCEPT AS APPROVED BY THE FIRE SAFETY OFFICE.** Flammable thinners, solvents and paints, including aerosol cans are strictly prohibited within the building.

# TERMS & CONDITIONS

The placing of an order for services and/or equipment by an exhibitor or any agent of the exhibitor shall be construed as an offer subject to acceptance and approval of XPERT EXPOSITION SERVICES in its sole discretion. Upon participation of any XPERT EXPOSITION SERVICES show or event, the Exhibitor and its agents shall be bound by the terms and conditions set forth in Sections 1 through 14 below. Likewise, once XPERT EXPOSITION SERVICES has accepted and approved the Exhibitor's offer, any shipper consigning or delivering a shipment to XPERT EXPOSITION SERVICES or its subcontractors on behalf of Exhibitor shall be bound by the terms and conditions set forth in Sections 1 through 14 below.

**1.** XPERT EXPOSITION SERVICES and its subcontractors shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage, or concealed damage as determined by XPERT EXPOSITION SERVICES.

**2.** Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by XPERT EXPOSITION SERVICES or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that XPERT EXPOSITION SERVICES and its subcontractors are not responsible for the loss or disappearance of, or damage of any items left in the booth unattended at any time. Consequently, all bills of lading covering outgoing shipment(s) submitted to XPERT EXPOSITION SERVICES or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.

**3.** XPERT EXPOSITION SERVICES and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance notice has been given to XPERT EXPOSITION SERVICES in time to obtain the proper equipment.

**4.** XPERT EXPOSITION SERVICES and its subcontractors shall not be responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, failure of power or utilities, and other events of force majeure.

**5.** XPERT EXPOSITION SERVICES and its subcontractors shall not be liable for ordinary wear and tear in handling of materials and/or equipment.

**6.** XPERT EXPOSITION SERVICES and its subcontractors are not insurers; i.e., XPERT EXPOSITION SERVICES does not insure the Exhibitor's property against loss or damage, nor does it provide for full replacement value should loss or damage occur. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by XPERT EXPOSITION SERVICES under this paragraph are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. Provisions of this paragraph shall apply if Exhibitor's property is lost or damaged through performance or on performance of services by XPERT EXPOSITION SERVICES, or from the negligence of XPERT EXPOSITION SERVICES, its subcontractors or their respective employees. If such loss or damage occurs, the liability of XPERT EXPOSITION SERVICES and its subcontractors shall be limited to a sum equal to $.50 per pound per article, with a maximum liability of $100.00 per item or $1,000.00 per shipment, whichever is less. This amount shall be considered Exhibitor's agreed-upon damages and exclusive remedy.

**7.** XPERT EXPOSITION SERVICES will not be bound to honor any claim or action brought against XPERT EXPOSITION SERVICES or its subcontractors more than 60 days after the date of incident.

**8.** XPERT EXPOSITION SERVICES and its subcontractors shall not be liable to any extent whatsoever for any indirect, special, incidental, or consequential damages, which may include, but are not limited to any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from any loss or damage to Exhibitor's materials or any injury to Exhibitor's personnel which may make it impossible or impractical for Exhibitor to exhibit its materials

**9.** The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that XPERT EXPOSITION SERVICES and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employees of XPERT EXPOSITION SERVICES or its subcontractors sign a delivery receipt, bill of lading or other document, the parties agree that XPERT EXPOSITION SERVICES or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

**10.** XPERT EXPOSITION SERVICES and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freights bills. Such shipments will be delivered to booth without guarantee of piece count or condition.

**11.** Empty container labels will be available at the XPERT EXPOSITION SERVICES Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and XPERT EXPOSITION SERVICES and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.

**12.** In order to expedite removal of freight from the show site, XPERT EXPOSITION SERVICES shall have the authority to change designated carriers, if assigned carriers do not pick up on time. Where the Exhibitor makes no disposition, freight will be taken to a warehouse or forced shipped on a carrier determined by XPERT EXPOSITION SERVICES and the Exhibitor agrees to be responsible for payment of charges relating to such handling and shipping. LAS XPERT EXPOSITION SERVICES assumes no liability as a result of such rerouting or handling.

**13.** Dry and Cold Storage – Exhibitor stores products at its own risk. XPERT EXPOSITION SERVICES assumes no liability or responsibility for dry or cold storage.

**14.** The Exhibitor agrees, in the event of a dispute with XPERT EXPOSITION SERVICES or its subcontractors related to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to XPERT EXPOSITION SERVICES for freight handling services or any other services provided by XPERT EXPOSITION SERVICES or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay XPERT EXPOSITION SERVICES prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against XPERT EXPOSITION SERVICES or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

Be sure your freight is insured from the time it leaves your place of business until it is returned after the show. It is suggested that Exhibitors arrange all risk coverage. Riders to existing policies can usually do this. Contact your insurance representative. Also, be sure your liability insurance is in effect during transit and return of your freight, during storage and at show site. All transit claims will be referred to the common carrier.

JAVITS CENTER
Marketplace for the World
2015sa

# Jacob K. Javits Convention Center

## Cleaning Request Form

This Order Form and payment must be postmarked or email 15 days prior to show opening date to qualify for Advance Rate. All orders must be submitted with a signed Service Order Payment Form.

Full Name Of Event (15445) Int'l Restaurant & Foodservice Show

Month/Year March 2015

**Advance Rate Deadline: February 21, 2015**

Company Name | Booth Number

Event Contact | Email Address

Phone Number | Fax Number

I AISO AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD SUBMITTED ON THE JKJCC PAYMENT POLICY FORM.

SIGNATURE | DATE

ALL CLEANING AND JANITORIAL SERVICES MUST BE PERFORMED BY THE JKJCC (minimum charge 100 sq. ft. per booth)

| Please Indicate Type of Cleaning Required<br>**TYPE OF FLOOR (check one) ☐ HARD ☐ CARPET** | Advanced Rate/sq.ft. | Standard Rate/sq.ft. | Booth sq.ft. | Number of Days | = | Amount | JKJCC Use Only | |
|---|---|---|---|---|---|---|---|---|
| First Day Cleaning Fee **(See Reverse Info)**<br>Cleaning completed in preparation for the first show day | $ 0.26 | $ 0.33 | | 1 | = | $ | | C60 |
| Show Days Cleaning **(Does Not Include First Day)**<br>Exhibition booth cleaned after each open show day in preparation for the next show day | $ 0.24 | $ 0.31 | | | = | $ | | C61 |
| Shampoo Booth Carpet | $ 0.51 | $ 0.66 | | | = | $ | | C62 |
| Periodic Porter Service **(Show Hours Only)**<br>Sweep floor/empty wastebaskets.<br>Booth over 3500 sq. ft. must order Custom Porter Service | $ 50.50/day | $ 63.50/day | 100-499 | | = | $ | | C63 |
| | $ 75.50/day | $ 95.00/day | 500-999 | | = | $ | | C64 |
| | $101.00/day | $126.50/day | 1000-1999 | | = | $ | | C65 |
| | $125.50/day | $157.50/day | 2000-3499 | | = | $ | | C66 |

| Custom Porter Service (Minimum charge 2 hours)<br>Sweep floor/empty wastebaskets | Hours of Service | Total Hours | Per Hour | No. of Porters | No. of Days | = | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | $ 40.00 | | | = | $ | | C49 |

| MISCELLANEOUS | | Adv/sq.ft | Std/sq.ft. | Booth sq.ft. | No. of Days | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Strip / Wax exhibitor booth | | $ 8.67 | $ 11.21 | | | | $ | | C30 |

JKJCC USE ONLY

Received By

Credit Card Authorization #

Check #

Invoice #

Labor #

Tracking #

Customer #

On-site Customer Signature

JKJCC PAID STAMP

**Total $**

State and Local Sales Taxes will be added on all items

**See reverse side for instructions and conditions.**

Special Instructions

**Claims will not be considered unless filed by exhibitor prior to close of exposition at the JKJCC Service Desk**

**For faster ordering with a confirmation call toll-free 1.877.452.8487 or go to www.javitscenter.com** effective 1/1/2015

## REQUEST FOR CLEANING SERVICES

SERVICE ORDER FORM

1. Conditions for processing service order forms are:

   a. PAYMENT AND CREDIT CARD INFORMATION FOR SERVICE MUST ACCOMPANY SERVICE REQUEST. Date payment is received shall determine the applicable rate.

   b. Booth Number(s) must be identified on face of form.

   c. If third party billing is required, service contract must include company name c/o display house. Display house address and contact name must be indicated on service contract. Payment policy will apply.

2. Services cancelled prior to installation will be subject to cancellation fees.

3. Claims will not be considered unless filed by exhibitor prior to close of exposition at the JKJCC Service Desk. Non receipt of service must be reported to the JKJCC Service Desk each show day for verification and consideration.

4. Unpaid balances subject to past due penalties.

EXHIBITOR NOTES

1. FIRST DAY CLEANING ( OPENING DAY ) INCLUDES:

   a. Vacuuming of carpeted areas.
   b. Sweeping of floor covering other than carpeted surfaces.
   c. Damp mopping of floor covering other than carpet. Specify in "Special Instructions" on front.
   d. Wastebasket and trash receptacle emptying.
   e. EXHIBITORS ARE RESPONSIBLE FOR REMOVING PLASTIC CARPET COVERING AND OTHER OBSTRUCTIONS BEFORE CLEANING CAN BE PERFORMED.

2. SHOW DAYS CLEANING ( DOES NOT INCLUDE OPENING DAY )

   3-day show = 2 cleanings, 4-day show = 3 cleanings,
   5-day show = 4 cleanings.

   Show days booth cleaning services include:

   a. Vacuuming of carpeted areas.
   b. Sweeping of floor covering other than carpeted surfaces.
   c. Damp mopping of floor covering other than carpet. Specify in "Special Instructions" on front.
   d. Wastebasket and trash receptacle emptying.

Services will be performed on designated show days after the show closes for the day.

3. PERIODIC PORTER SERVICE

This service is performed during show hours ONLY. Porter will report to booth to empty wastebaskets and sweep once every 2 hours (vacuuming not included). Refusal of service will not be rescheduled or refunded. (Booth 3500 sq ft and over must order Custom Porter Service).

4. CUSTOM PORTER SERVICE

This service is billed at an hourly rate with a 2 hour minimum and performed during show hours ONLY (includes an assigned Porter to stay in booth). Service includes emptying of wastebaskets and sweeping (vacuuming not included). Customer is required to supply in writing hours requested. Refusal of service will not be rescheduled or refunded.

5. STRIPPING AND WAXING OF FLOORS

Cleaning Solutions requires 5 day notification for this 2 step process. This work can only be performed when the booth number is marked on the floor. There can be no freight in the booth during and 4 hours after the wax is applied. The work is to be performed on straight time unless otherwise agreed to by the exhibitor. Cleaning Solutions is not responsible for floor blemishes or residual glue/tape that could not be removed during the process .

6. SERVICE POLICY

It is our policy to settle all service, labor and billing disputes as soon as possible. Please report them to the JKJCC Service Desk. If you have questions regarding cleaning services call 877.452.8487

IMPORTANT BUILDING REGULATIONS

1. Cleaning will be performed by JKJCC cleaners only.
2. Booth square footage is subject to verification of show management.
3. Disposal of hazardous waste on JKJCC premises is illegal.

**TIPPING IS NOT PERMITTED. ANY REQUESTS FROM PERSONNEL FOR GRATUITIES SHOULD BE IMMEDIATELY REPORTED TO JKJCC MANAGEMENT.**

MAKE CHECKS PAYABLE TO THE JAVITS CENTER
Please retain a copy for your records.

**Return with payment to:**
Jacob K. Javits Convention Center
655 West 34th Street
New York, NY 10001-1188

Phone 877.452.8487
Email: Services@javitscenter.com **(Credit Card Payment Only)**
www.javitscenter.com